

**PPC North America – Policy 004/2021**  
**Effective Date: 12/02/2021**

## **DIVERSITY, EQUALITY, AND INCLUSION**

PPC NAM is committed to fostering, cultivating, and preserving a culture of diversity, equality and inclusion. We value our employees for their unique talents and abilities. We embrace and encourage our employee's differences in backgrounds, experiences, race, color, religious creed, sex, national origin, ancestry, citizenship status, family or marital status, physical, mental and/or intellectual abilities, age, military or veteran status, registered domestic partner or civil union status, gender and gender identity, sexual orientation, political affiliation, and socio economic status. All employees are valued for their individual differences and the unique contributions that help us achieve our business goals.

Through our diversity, equality, and inclusion policy, PPC NAM seeks to create a positive work environment where all employees can reach their full potential and maximize their contributions. We are committed to our employees' dignity and well-being and make every effort to provide all employees with a safe and professional work environment.

PPC NAM strives to treat its employees fairly, with respect, and to maintain a workplace that is free from discrimination, harassment, and other offensive or unprofessional behavior, as stated in the company's anti-harassment policy. Employees are always expected to treat others with dignity and respect while in the workplace, at company-sponsored events, at all work-related functions, and any public settings where the employee's association with the PPC NAM is known, such as social media platforms.

To ensure a respectful and dignified workplace, and to foster diversity, equality, and inclusion, PPC NAM supports the following practices:

***Diversity, Equality, and Inclusion Training:*** Employees will be required to attend annual training to promote a greater understanding and enhance employee knowledge in PPC NAM's diversity, equality and inclusion initiatives.

***Teamwork:*** PPC NAM encourages employee participation, respectful communication, and collaboration between all employees that permits the representation of all employee perspectives. We also support open communication and freedom of expression in a respectful manner to allow employees to feel safe to voice their concerns and opinions.

***Race, Gender and Age:*** PPC NAM acknowledges that employees have different backgrounds and experiences, and that each one brings a unique perspective to any interaction within our company. Therefore, the company empowers all employees to not just listen, but to embrace diverse viewpoints that we can all learn from. Employees will be provided with growth and advancement opportunities based on their contributions and performance, rather than any other factor. We will ensure all areas of

employment are objective and will take steps to reduce unconscious bias to ensure equal treatment of all employees.

**Religious Diversity:** PPC NAM acknowledges that employees have different religious practices and beliefs. Tolerance and acceptance of religious views is vital and beneficial to a diverse workforce.

**Work/Life Balance:** PPC NAM supports flexible work practices and policies that support employees and their changing needs (e.g., family responsibilities). PPC NAM recognizes that providing flexible work practices allows employees to use working arrangements that meet their need to balance their work and family lives.

**Accessibility:** PPC NAM seeks to ensure that employees of all abilities are able to access the information and resources they need to perform their jobs. We will provide a reasonable accommodation for any employee's disability so that the employee can perform the essential duties of the job in question.

**Names and Pronouns:** An employee has the right to be addressed by the name and pronoun of the employee's choice. No documentation is required, except for payroll and insurance records that must match the employee's legal name. An employee's coworkers are expected to be respectful of the employee's choice and to use name and pronouns requested by the employee. Intentional use of the employee's former name and/or pronoun is a violation of this policy and may constitute unlawful harassment. Employees who are unsure of what pronoun a coworker prefers, should politely ask that coworker how they would like to be addressed.

**E-mail Signature:** The company values self-expression and self-identification. You may voluntarily include your gender pronouns (i.e., she/her/hers or they/them/their,) in e-mail signatures and other bios. Including gender pronouns in e-mail signatures is not required. The pronoun an employee indicates is not necessarily indicative of their gender identity.

**Restrooms/Locker Rooms:** Employees shall have access to the restroom and/or locker room that corresponds to their gender identity. For example, a person who identifies as a man should use the men's restroom, and a person who identifies as a woman should use the women's restroom. If there is a desire for increased privacy, the company will work with the employee for alternative options. Please note that PPC NAM operates on third party buildings. Due to that fact, their guidelines and rules suppressed our ability to implement this item despite of our best efforts.

This Diversity, Equality, and Inclusion policy applies in all aspects of employment. Every effort is made to ensure that our policies regarding hiring, compensation, promotion, and transfer are based solely on job requirements, job performance, and job-related criteria. In addition, we strive to administer our employment policies and practices, including those relating to compensation, benefits, transfer, retention, termination, training, career development opportunities, as well as social and recreational programs, in compliance with applicable federal, state, and local fair employment laws.